

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED]  
FROM : Chief, Personnel Procurement  
SUBJECT: Accomplishments - Personnel Procurement Division  
28 May to 15 June

DATE: 14 June 1951

In accordance with your request to Mr. [REDACTED] on 14 June 1951, there follows a list of significant management actions taken by this division during the period indicated.

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A. The organizational structure of Personnel Procurement Division has been completely revamped in accordance with the recommendations contained in the survey of this Division by Mr. [REDACTED]. The new organizational structure is set forth in Personnel Procurement Division Memorandum - 6-51, 2 June 1951.

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B. A staffing plan for the revised organization has been developed and submitted to the Personnel Director for approval.

C. A training program for new Recruitment Officers has been formulated and applied in the case of the three newest additions to the Personnel Procurement Division staff. This program covers all major areas of interest to a new Recruitment Officer and is expected to assist them greatly in assimilating rapidly the responsibility encumbered upon them and the most acceptable means by which these responsibilities will be accomplished.

D. A procedure has been developed covering the processing of new applicant files - Personnel Procurement Division Memorandum - 11-51, 8 June 1951 which is designed to expedite the processing of new files within the Agency.

E. A procedure has been developed - Personnel Procurement Division Memorandum - 11-51, 11 June 1951 to insure that Agency employees who suggest possible new hires will be advised the outcome of the case.

F. In conjunction with Dr. [REDACTED] a statement of policy and procedure has been developed - Personnel Procurement Division Memorandum - 14-51, 14 June 1951 which covers the methods by which testing in the field of new applicants is accomplished and the procedures by which the necessary supplies are obtained.

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A number of Management projects are under consideration and in process of being developed covering such items as reports to be rendered by field recruitment officers, procedures and handling of Reports of Interview and Reports of Contact etc. As these are developed, copies will be furnished the Advisor for Management.

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